

DS-298

14.0 Major Duties**(70% of time)**

Performs duties as gardener in connection with gardening labor services on the Chief of Mission residence (CMR) and Embassy residences. Summary of general duties is listed below:

1. Maintaining and developing the garden at the Chief of Mission Residence (CMR), which includes cutting of grass, emptying trash bins, weed control and leaf raking.
2. Plans and executes small scale landscaping operations and maintains grounds and landscape of the CMR.
3. Plants new trees, flowers and various plants.
4. Plans lawns, and plants and cultivates them, using gardening implements and power-operated equipment.
5. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location.
6. Mows and trims lawns, using hand mower or power mower.
7. Trims shrubs and cultivates gardens.
8. Maintenance of plant tub basket.
9. Cleans grounds, using rakes, brooms, and hose.
10. Spray and disinfects plants, trees and shrubs for pests and disease.
11. Makes sure that all gardening equipment is maintained and serviced.

14.1 Logistic Support**(20% of time)**

1. Performs escort duties for cleared contractors, vendors, suppliers as required at Embassy properties.
2. Inspects and reports on deficiencies and needed repairs in assistance with skilled technicians.
3. Assist in official events at the Chief of Mission Residence (CMR)
4. May be assigned to other embassy locations to perform related gardening jobs.
5. Inspect Contractor work at Deputy Chief of Mission Residence (DCR) and advise COR as necessary to properly maintain or improve DCR grounds.

14.2 Other Duties**(10% of time)**

Performs other duties as assigned by the supervisor and other assigned supervisors.

The incumbent is responsible for all USG issued tools, clothing, safety equipment or other items issued for his/her use and all USG and trade safety practices are to be observed at all times. Safety hazards or concerns observed by the incumbent are to be reported immediately to the Supervisor or Facility Manager.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of Primary School is required.

b. Prior Work Experience:

One year of gardening maintenance experience required.

c. Post Entry Training:

On the job training on the use of related equipment.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

Level II written and spoken English is required.

d. Job Knowledges:

Must be able to understand the concept of gardening maintenance and equipment.

e. Skills and Abilities:

Must be able to assist in jobs requiring physical labor and have the ability to use a wide range of gardening equipments and powered hand tools. Basic computer skills required.

16. POSITION ELEMENTS :

a. Supervision Received:

Directly supervised by the FAC Administrative Assistant - COR.

b. Supervision Exercised:

None

c. Available Guidelines:

Guidelines received by verbal instructions from the Supervisor or from the American Officers.

d. Exercise of Judgement:

Basic decision related to gardening.

e. Authority to Make Commitments:

None

f. Nature, Level, and Purpose of Contacts:

None

g. Time Expected to Reach Full Performance Level:

Six months.